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|  | JOB DESCRIPTIONHourly Staff |

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| **Position Title:** | **Underground Media & Design – Student Graphic Designer** |
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| **Term of Office:** | September 1 to April 30 |
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| **Supervisor:** | Underground Media & Design Manager & Production Manager |
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| **Remuneration:** | Refer to MSU OPERATING POLICY 2.2 - EMPLOYMENT (WAGES) |
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| **Hours of Work:** | 12 hours per week |

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| **General Scope of Duties** |
| The Graphic Designer is responsible for design work with internal and external clients. This position will work closely with the Manager and Production Manager on projects as well as dealing with clients directly. This position is also responsible to manage jobs in an efficient and highly professional manner. |

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| **Major Duties and Responsibilities** |
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| **Category** | **Percent** | **Specifics** |
| Design Function  | 90% | * Prepare conceptual renderings
* Design graphics for use in brochures, posters, flyers, booklets, logos, business cards, etc
* Prepare all graphic files for simple internal laser output and/or digital output and offset printing
* Design ads for the Silhouette, Almanac, etc
* Oversee and control file management
* Design and manage websites
* Troubleshoot minor computer problems
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| Other  | 10% | * Consult and negotiate with clients when necessary
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| **Knowledge, Skills and Abilities** |
| * Must have good organizational and time management skills
* Must have good interpersonal and communication skills in order to deal with a variety of different individuals
* Must have a good sense of graphic design and technical skills
* Must have a good technical understanding of computers, printers, and associated equipment
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| **Effort & Responsibility** |
| * Responsible for design jobs of varying sizes throughout the year
* Must be able to receive direction and work independently with firm deadlines
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| **Working Conditions** |
| * Work is conducted in a shared office space
* Must be able to work effectively and creatively through minor and major interruptions
* Must be able to deal with personalities and demands of clients from students to industry experts
* Time demands may exceed stated hours of work
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| **Training and Experience** |
| * Competent on PC and MAC platforms
* High level of expertise in programs such as: Adobe Photoshop, Illustrator, InDesign, Quark, PageMaker, and Macromedia
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| **Equipment** |
| * Computer
* Meridian Phone system
* Printers
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